



## **ASHLAND – BAYFIELD CONSOLIDATED PSAP BOARD OF DIRECTORS**

### **Minutes of the Board of Directors Meeting July 11, 2023, 1:30pm**

Meeting Held in the Ashland County Board Room, Ashland, WI

The meeting of the Ashland - Bayfield Consolidated PSAP Board of Directors was called to order at 1:31 p.m. by the Project Manager, Meagan Quaderer. A roll call was taken as follows: *Ashland County Administrator* – Dan Grady; *Bayfield County Administrator* – Mark Abeles-Allison; *Ashland County Board Member* – Ron Szyndor; *Bayfield County Board Member* – Larry Fickbohm; *Ashland County Sheriff* – Brian Zupke; *Bayfield County Sheriff* – Tony Williams. Total: 6 present. A quorum was present to conduct business.

The following were also present for today's meeting: *Bayfield County Accountant* - Kim Mattson; *Bayfield County Human Resources Director* - Kris Kavajecz; *Bayfield County IT* – Paul Houck; *Bayfield County Chief Deputy* – Andy Runice; *Bayfield County Land Records Administrator* – Scott Galetka; *Ashland County IT* – Taylor Foley; *Ashland County Emergency Management Director* – Christina Dzwonkowski; *Bayfield County Emergency Management Director* – Meagan Quaderer; *Bayfield County Emergency Management Assistant* – Maria Renz. Present Virtually: *Bayfield County Corporation Counsel* - John Carlson; *Ashland County Financial Consultant* - Mike K.; *Ashland County Corporation Counsel* - Max Lindsey; *Ashland County GIS Coordinator* – Brittany Goudos-Weisbecker; *Ashland County Dispatch* – Brenda Herlevi; *Ashland County Dispatch* – Michelle.

### **2. Intergovernmental Agreement Review with Corporation Counsel**

Bayfield County's Corporate Counsel representative, John Carlson, suggested the quorum of this committee be four board members, with the possibility for three if talking outside of the committee without calling an open meeting. Carlson advised the accounting aspects of a joint dispatch may be challenging. Carlson recommends the Intergovernmental Agreement be ratified by both county boards. Ashland County's Corporate Counsel representative Max Lindsey believes this is a good way to streamline operations into the board of directors who need to work well with the director. Lindsey suggests having a funding formula. Also, Lindsey suggests the director appointment needs to be approved by voting majority. Bayfield county Administrator Mark Abeles-Allison clarified that the Board of Directors will be involved in policy issues while the Consolidated



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PSAP Director will run daily operations. Abeles-Allison advised Bayfield County will be county of record and PSAP staff will be Bayfield County employees.

### **3. Election of Officers**

Abeles-Allison nominates Larry Fickbohm as chair, Grady seconds. There are no other nominations.

*Motion by Abeles-Allison, seconded by Grady to close nominations and vote for Larry Fickbohm as Chair. Voice vote is unanimous. Motion Carried.*

Chair Fickbohm begins responsibilities and facilitates the meeting.

Grady nominates Ron Sztynдор for Vice Chair, Abeles-Allison seconds. There are no other nominations.

*Chair Fickbohm closes the nominations and asks for the vote for Ron Sztynдор as Vice Chair. Voice vote is unanimous.*

### **4. Project Manager Status Report**

Quaderer reports that she has been and will continue to send out weekly updates to everyone involved including the dispatchers. She sent the accepted award documents with updated information to the state Department of Military Affairs. The grant is currently being reviewed by the state Department of Military Affairs and we can continue with the process with the exceptions of purchases. The fiscal year 2024 grant is out and due by Aug. 1<sup>st</sup>, 2023. One more meeting is needed to discuss what to apply for. Abeles-Allison asked for grant considerations. Quaderer responded her suggestion would be a new CAD system. The current CAD will require an upgrade for next year. So, the options are to pay for the upgrade or purchase a new CAD, like Motorola Flex. One aspect of the CAD system to consider is the need for EMD to integrate, however, the current CAD does not integrate with 3<sup>rd</sup> party vendors. She recommends the purchase or discuss with the current vendor about improving third-party vendor interfaces. Quaderer also stated that an RFP is needed for new purchases. Another recommendation is an upgrade to the Bayfield County 911 Customer Premise Equipment (CPE) for the anticipated move over to the NextGen 911 system, ESInet.

### **5. Discussion and Possible Action, Accounting Standards and Budget Accounting format**

Kim Mattson reported that the Intergovernmental Agreement states to hold PSAP budgetary funds in a trust, so it will be hosted in a Fiduciary Fund. Currently she is tracking 30% of Meagan Quaderer's wages in a separate account as they are related to Project Manager duties. Any purchases related to the consolidated PSAP will come out of the new account. Abeles-Allison believes that there are no shared expenses until after the consolidation.



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Financial Consultant Mike Konecny. notified the board that someone must own it with one county having half interest. Carlson shared that this is not a separate legal entity, but since Bayfield County will be taking on the accounting of it, Bayfield County will cover the insurance of it. The 30% match will be split in half between both counties. Mattson was planning on using a portion of Quaderer's, IT and GIS personnel wages towards the match. Mike Konecny advised Ashland County should have similar costs and should track costs related to the consolidation for grant match purposes.

### **5. Discussion and Possible Action to apply for 2024 DMA Consolidated Dispatch Grant**

Motion by Abeles-Allison, seconded by Grady, to have the respective Emergency Management departments create a proposed plan for the grant and present at the next meeting. Voice Vote unanimous. Motion Carried.

### **6. Innovation Fund Planning**

Mark Abeles-Allison advised the project may apply for the Wisconsin Department of Workforce Development Workforce Innovation Grant Program. This program may provide a rebate of up to 25% if the project shows a 10% reduction in operational costs.

### **7. Discussion and Possible Action Regarding 2023 Budget**

Mark Abeles-Allison discussed the current project costs and provided a list of items to be purchased with grant funds. Kim Mattson stated that when the state gives the approval we can start purchasing. Abeles-Allison would like a timeline created to be strategic with the purchases. Paul Houck advised we will need to contact the current 9-1-1 and non-emergency line providers to determine a timeline. Mark Abeles-Allison requested a proposed budget be created by the next PSAP Board Meeting. Dan Grady advised any expected overages must be approved by both county boards.

### **8. Discussion and Possible Action Regarding Entity Name**

Meagan Quaderer asked stakeholders to provide entity name ideas. Some of the ideas received were:

Bay Area Dispatch - BAD dispatch  
Ashland-Bayfield County Dispatch - ABC dispatch  
Bay Dispatch

It was suggested to stay away from using "Chequamegon" as it is difficult to spell and pronounce for anyone not from the local area. Tony Williams believes ABC Dispatch does not sound like an emergency 9-1-1 center and may mislead callers.



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In addition to the name, a new Originating Agency Identifier (ORI) number will need to be assigned by the State Department of Justice for the new PSAP center. This is related to the system used by dispatchers to query names, license plates, and wanted persons/items.

### **9. Discussion Regarding Program Director**

Sheriff Williams and Sheriff Zupke discussed their desire to have the position filled right away. Sheriff Williams would like to work on the job description and salary in the next few weeks, post it for several weeks, and hire within 3 months preferably. One aspect to consider is having the Director able to integrate things now, gain insights of what works well from both counties, and help make major decisions including purchases and layouts. Sheriff Zupke agrees with Sheriff Williams. Meagan Quaderer suggested counties work with Mission Critical Partners to determine an appropriate wage and job description as they have access to national information for similar positions.

### **10. Next meeting and agenda items**

Next meeting will take place on July 26, at 1:30pm in Bayfield County's EOC.

### **11. Tour of dispatch**

Did not take place due to the Board Room's location in conjunction with the dispatch center.

### **12. Adjournment**

Chair Fickbohm adjourned the meeting at 2:54pm